CITY OF KENT POSITION DESCRIPTION

Position Inventory Number: PW630					
Classification Specification: ACCOUNTING TECHNICIAN					
Salary Range: AF25					
Position Description: Fleet Services Accounting Technician					
Incumbent:					
Location: Public Works Department - Operations Division, Fleet Services Section					

GENERAL PURPOSE:

Under the direction of the Public Works Fleet Manager or designee, provide accounting, technical and administrative support to the Fleet Superintendent in the preparation and maintenance of financial and statistical records and development of performance measures for Public Works Operations, Fleet Division.

Work is characterized by a variety of complex and advanced level technical accounting, record-keeping and purchasing duties. This position requires the incumbent to produce extensive computer software reports, and comprehend, interpret, and apply complex information relating to Fleet Services.

Work is performed under general supervision of the Fleet Superintendent who defines objectives, priorities, and deadlines; and assists incumbent with unusual situations, which do not have clear objectives or precedents. Incumbent plans and carries out assignments and handles problems and deviations in accordance with instructions, policies, procedures, and/or accepted practices. Work is evaluated for technical soundness and conformity to practice and policy. Incumbent may provide instruction and assist users of the Fleet Services software and the City's financial software systems.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Maintain, troubleshoot, resolve problems, and provide simple to moderate technical support for fleet CCG Faster, motor pool data system, fuel system and data base management system, system files and personal spreadsheet programs.

Prepare journal entries to collect fleet costs from City departments.

Coordinate vehicle purchases; schedule meetings, take notes, complete vehicle purchase order form, ensure payments occur within timelines.

Assist in development of annual equipment rental rates and Fleet Services annual budget proposal.

Determine reason codes for all parts, allocate cost of parts into appropriate budget, research discrepancies and reconcile costs and budget.

Verify invoices from vendors to the City's fleet system (CCG Faster), Financial system (JDE) and the original purchase order.

Issue fuel keys; collect and enter data on cost of fuel, car washes, and vehicle mileage; extract fuel transaction data from the City's automated fuel system, review data, identify and resolve discrepancies, and import data into the CCG Faster fleet management system.

Communicate with fleet and radio shop staff to identify changes in vehicle and radios; update related records/reports as appropriate.

Serve as key liaison between the fleet services staff, activities, parts, vehicles and the fleet services/management systems; ensure changes/updates are entered and documented.

Prepare vehicle maintenance and repair cost history data for vehicle replacement evaluation.

Maintain and monitor the motor pool temporary assignments; perform reassignment evaluation/analysis and present results to Fleet Manager/Superintendent for decision making.

Research, develop, and form recommendations for Fleet Services procedures, policies and standard operating procedures (SOPs).

Prepare purchase orders and complete invoice payment process for fleet services parts, equipment and service.

Assist in surplus, and/or disposal/selling of vehicles and equipment.

Research, assemble, post and maintain financial and statistical data, records and reports including, but not limited to, labor distribution, parts distribution, and interdepartmental billing (repairs, rentals and fuel).

Prepare customer billing invoices for all Fleet Services "direct-bill" customers.

Research, prepare and provide budget, financial, expense, labor and work order information and reports to Fleet Manager or designee, other departments and outside billed customers as requested.

Communicate with Fleet Superintendent regarding daily priorities, task assignment, equipment status, and unusual situations relating to fleet operations.

Perform special projects requiring cost analysis and research as defined by Fleet Superintendent and/or Administrative Services Supervisor.

Provide front office support and telephone coverage for vacations, lunch periods and absences and as needed.

May act as the Administrative Services Supervisor in the Supervisor's absence as needed.

PERIPHERAL DUTIES:

Perform related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

KNOWLEDGE OF:

- Municipal government policies, procedures, structure, applicable local, state and federal laws, codes, regulations and ordinances.
- Municipal accounting system procedures.
- Accounting principals, practices and procedures.
- Methods, procedures, and terms used in type of accounts assigned.
- CCG Faster Fleet Management Software System and JDE computerized financial software system.
- Principles and statistical record-keeping techniques.
- Research and analytical methods, practices and procedures.
- State procurement procedures.
- Technical aspects of field of specialty.
- Current office practices, procedures, and equipment including computers and related software such as fleet data, financial, word processing and spreadsheet programs.
- Correct usage of English grammar, spelling, punctuation, and vocabulary.
- Interpersonal skills using tact, patience, and courtesy.

SKILLED IN:

• Using computer spreadsheets and databases for analysis and review of complex financial information.

- Adding, subtracting, multiplying, and dividing in all units of measure, using whole numbers, common fractions, and decimals; computing rate, ratio and percent; performing complex payroll related calculations in accordance with applicable rules and standards.
- Working on multiple tasks/projects simultaneously.
- Using interpersonal skills effectively in a tactful, patient and courteous manner.
- Communicating effectively both orally and in writing.
- Establish and maintain an effective working relationship and an open line of communication between: Fleet Manager, Mechanics, Field Supervisors, customers, and any other individual that has involvement with the Fleet Division.
- Using correct English grammar, spelling, punctuation and vocabulary.
- Working with large volumes of detailed written material and data, efficiently and accurately.

ABILITY TO:

- Read, comprehend, apply and explain appropriate accounting rules and regulations, instructions, and procedure manuals, governmental regulations, City policies and procedures, and various labor contracts.
- Work confidentially with discretion.
- Apply bookkeeping and financial record-keeping principles to the accurate maintenance of complex financial and accounting records.
- Process financial documents rapidly and accurately.
- Prepare, proofread and edit reports, correspondence, and internal procedure manuals.
- Maintain confidentiality of information and records.
- Maintain records, reports and data.
- Use proper telephone etiquette and techniques to properly assist a diverse assortment or inquiries and persons.
- Establish and maintain cooperative and effective working relationships with others.
- Analyze situations accurately and adopt an effective course of action.
- Apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Organize and prioritize work assignments to meet schedules and timelines.
- Complete work in spite of many interruptions.
- Speak effectively to present information and respond to questions in one-on-one situations, to small groups of employees, and to managers.
- Research and ensure accuracy of accounting data for the department.
- Deal with problems involving several variables in situations where only limited standardization exists.
- Incorporate the City's mission, vision, and values into all areas of work performance and product.

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EDUCATION AND EXPERIENCE REQUIRED:

Education: Graduation from high school supplemented by two (2) years of college

level course work or training in business, bookkeeping, accounting, or a

related field; and

Experience: Three (3) years of increasingly responsible accounting, bookkeeping, or

related experience involving the processing and maintenance of complex financial and statistical records, including at least one (1) year of specialized

financial experience.

Or: In place of the above requirements, the incumbent may possess any

combination of relevant education and experience which would demonstrate the individual's knowledge, skill and ability to perform the essential duties

and responsibilities listed above.

LICENSES AND OTHER REQUIREMENT:

Valid Washington State Driver's License

- Must successfully pass the City's pre-employment driver's records check; successfully complete the City's Defensive Driving Course; and maintain an excellent driving record
- Valid First Aid/CPR Card within six months of employment

MACHINES, TOOLS AND EQUIPMENT USED:

Typical business office machinery and equipment used include, but are not limited to, personal computer and related software including spreadsheet, word processing software and an automated financial and fleet management systems, telephone, fax machine, copy machine, calculator, projector, two-way radio, digital camera, and barcode system equipment.

PHYSICAL DEMANDS:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and work on a computer for extended periods of time; use hands to finger, handle, or feel; and talk and hear normally with or without mechanical assistance. The employee frequently is required to reach with hands and arms. The employee is occasionally required to stand; walk; climb or balance; and stoop, kneel, crouch, or crawl. The employee must frequently

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lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.

Specific vision abilities required by this job include close, distance, and peripheral vision; depth perception; and the ability to adjust focus.

WORKING CONDITIONS:

Work is performed in a typical office environment. While performing the duties of this position, the incumbent is subject to multiple interruptions by telephones and walk-ins by employees and inter-office activities and may be exposed to individuals who are irate or hostile; the noise level in the work environment is usually moderate.

SIGNATURE	ES:			
Incumbent's Signature		Date	Supervisor's Signature	Date
Approval:				
Department Director/Designee		Date	Employee Services Director/Designee Date	
** Note:	This document will be reviewed and updated annually at the time of the employee's performance appraisal; when this position becomes vacant; or, if the duties of this position are changed significantly.			

Revised: 06/09/05